



TABERNAACLE
BAPTIST
CHURCH

MINISTRY LEADER GUIDEBOOK



For Servant Leaders

PURPOSE OF THE HANDBOOK

The pages of this handbook provide a general overview of procedures and guidelines that Tabernacle Baptist Church has established for its Servant Leaders & Volunteers. Please read through it carefully.

The handbook should serve as a guide for you as you begin or continue your service at the church. However, it is obviously not possible to anticipate all situations that could arise in ministry or provide information that addresses every possible situation. As a result, the church reserves the right to modify, supplement, rescind, or revise any policy or procedure as necessary or appropriate.

Nothing in this handbook creates a contract of employment. Both traditionally and biblically, churches have relied on unpaid volunteers to fulfill their calls to service—not because of reward or remuneration—but out of a personal relationship with Jesus Christ. Of course, different ministry roles require different skill sets and personality types, and neither the church nor the servant can always predict whether things will be a good fit. Therefore, while we hope that your service is both long-term and rewarding, either you or the church can terminate this relationship at any time.

Finally, it's important that you read and understand the contents of this handbook. If you have any questions or need additional information, please talk with your designated ministry leader and/or Executive Minister. If your leader doesn't know the answers, he or she will find the answers and get back to you in a timely manner. **WE LOOK FORWARD TO YOUR WORK AND SERVICE.**

THE BEST IS YET TO COME!

LETTER FROM PASTOR

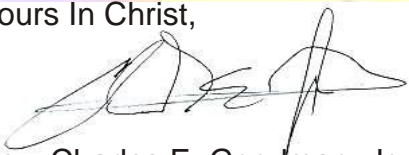
Welcome to service at Tabernacle Baptist Church. The staff and leaders of the church are excited about your gifts and skills. We look forward to your service as part of the church's ministry team.

In our church, we sincerely believe that God equips people to serve in ministry. In 1 Peter 2:9, God calls his followers "a royal priesthood"; 1 Corinthians 12:1 says that "God gives [spiritual gifts] to each one, just as he determines." We sometimes use the term "volunteers" as a convenient way of referring to those who serve, but what we are really talking about is people who lovingly respond to Jesus' call to serve in His ministry.

Therefore, it's important to keep in mind that during your service at Tabernacle Baptist Church, you're representing both our congregation and the Lord. As you minister to others here, as well as in your private life away from church, you should be striving to live in a way that example your relationship with God.

Please know you're part of the family and that we desire to be mutually supportive, providing the encouragement and resources that help you minister and serve effectively. If at any time you need assistance or guidance, please do not hesitate to ask any member of our Leadership team. We are all here to help you perform to the best of your ability.

Yours In Christ,



Rev. Charles E. Goodman, Jr.
Pastor / Teacher

ABOUT OUR CHURCH

Church Motto: A CHURCH WITH A KINGDOM FOCUS!

Church Vision: Exalt the Savior, Evangelize the Sinner, Equip the Saint, Empower the Society.



Church Mission: The mission of the Tabernacle Baptist Church is to be a worshipping, witnessing and welcoming congregation. We endeavor to accomplish this by spreading the Gospel of Jesus Christ, winning souls to Jesus Christ, changing and liberating lives, and establishing the presence of the Lord in the world.

OPEN DOOR POLICY

Tabernacle Baptist Church encourages all volunteers and members to provide input and suggestions concerning both the ministry area in which they serve as well as the overall operation and ministry programs of the church. Your input and suggestions will receive the timeliest attention and action.

This open-door policy is important in increasing the quality of the church's ministries, as well as for correcting problems that may exist in processes or relationships within areas of ministry. The church welcomes all input by volunteers, who should feel the freedom to voice any comments or concerns without fear of retribution or reprisal. We know it can seem difficult to initiate such conversations, but Jesus told us directly (see, for example, Matthew 18:15) that we should take the initiative to resolve such things.

COMMUNICATION

For leaders who need to promote ministry events, we have compiled the following communication guide as a resource to help you:

1. Brochure Racks / Tables

Defined: There are certain display racks / tables throughout the church that are used to hold TBC ministry event registration forms and certain general church information.

Guidelines:

- All forms/brochures must be approved by TBC prior to being displayed on the brochure rack.
- Each ministry is responsible for stocking/maintaining it's information.
- Brochures must be for a TBC sponsored ministry, support group, or outreach.
- TBC will stock general information.
- Individual Ministry Brochures: Each major ministry has been or can be supplied with a brochure created to showcase what they are about. Should something change in your ministry, these brochures can be easily updated by contacting the Publications department.

TBC Contact Person: Deacon Gladys Pope, gpope@tbcaugusta.org

2. Community Bulletin Board

Defined: A board used to display non-TBC related events/information. The bulletin board is located in the lobby of the worship building next to the restrooms.

Guidelines:

- Items must be submitted to TBC for approval before posting.
- Unauthorized items will be removed from the board.

Deadline: N/A

TBC Contact Person: Deacon Gladys Pope, gpope@tbcaugusta.org

3. Lobby Bulletin Boards

Defined: Bulletin boards located in the lobby and gathering areas that ministries can use to promote upcoming events.

Guidelines:

- Contact the church office to utilize the space.
- May only be used to promote TBC sanctioned events.
- Office staff will create and post a color poster promoting your event.
- There is no specific timeline on the posting.

Deadline: N/A

TBC Contact Person: Deacon Gladys Pope, gpope@tbcaugusta.org

4. Voice of Tabernacle

Defined: Voice of Tabernacle is a quarterly newsletter published by TBC. It contains articles, ministry information and calendar of events, detailed information of events, service opportunities, family news, general information, and contact information.

Guidelines:

- Articles submitted must be related to a TBC sponsored event.
- Must be submitted ASAP.

Deadline: N/A

TBC Contact Person: Judith Jones & Annie Catherine Jones,
publication@tbcaugusta.org

5. Mailing

Defined: A means of distributing information via the U.S. Postal Service.

Deadline: N/A

TBC Contact Person: Rev. G.C. Miller, gmliller@tbcaugusta.org

6. Bulletin Announcement

Defined: A small section in the weekly bulletin used for communicating information to the congregation.

Guidelines:

- Submissions should include the following information: title, date, time, contact information (i.e., phone number) - no graphics or logos.
- Submissions may be published in the Weekly Bulletin for a maximum of 3 weeks.
- Submissions do not have to be church-wide events, just church-sponsored events.
- Submissions should be sent to TBC via a "TBC Communication Request" form or email.

Deadline: Tuesday by 5:00 p.m.

TBC Contact Person: Deacon Gladys Pope, gpope@tbcaugusta.org

7. PowerPoint Announcement

Defined: A communication tool in which events/announcements are briefly displayed on sanctuary screens and building monitors prior to and after each service.

Guidelines:

- Basic information is displayed: ministry name, event name, date, location.
- Overhead information is taken from room reservations and church calendar information.
- The Multi – Media ministry will be responsible for graphic presentation.

Deadline: Noon each Wednesday prior to service.

TBC Contact Person: Debra Warwell, debwar@aol.com

8. TBC News

Defined: TBC News is a communication tool in which events and announcements are aired on sanctuary screens during every corporate worship experience.

Guidelines:

- Basic information is displayed: ministry name, event name, date, location.
- Information is taken from, bulletin announcements, room reservations and church calendar information. Ministry leaders should submit announcements using the same process used for bulletin submissions. NOTE: Due to time constraints of our worship experience, there is no guarantee that a bulletin submission will be aired on TBC News. Content for TBC News is decided by Executive Minister or Multi-media Coordinator by close of business on Tuesdays.

Deadline: Tuesday by 5:00 p.m.

TBC Contact Person: Rev. G.C. Miller, gmliller@tbcaugusta.org or Debra Warwell, debwar@aol.com

9. Produced Commercial

Defined: Produced commercials are for ministry events that deserve special attention and therefore greater efforts at advertisement are made. These events may be aired during our worship services, broadcast, radio spots, live streaming etc.

Guidelines:

- Must complete a “Multi – Media Commercial Request Form.”
- Must have a summary / script of commercial concept.
- All commercials must be approved by Executive Minister prior to production.

Deadline: 8 – 10 weeks in advance

TBC Contact Person: Rev. G.C. Miller, gmliller@tbcaugusta.org or Debra Warwell, debwar@aol.com

10. Welcome Center

Defined: Lobby area of Family Life Center.

Guidelines:

- Contact church office for details on how to display event information.

TBC Contact Person: Deacon Gladys Pope, gpope@tbcaugusta.org

11. Pastoral Emphasis

Defined: Pastoral emphasis is communication tool in which events/announcements are emphasized during weekly services by Pastor.

Guidelines:

- Must be a specific church initiative.
- Must be communicated to Pastor's Admin. Assistant via e-mail.
- Announcements made at the discretion of Pastor.
- NOTE: Due to time constraints of our worship experience, there is no guarantee that a bulletin submission will be read during Pastoral Emphasis.

Deadline: Noon each Thursday prior to service.

TBC Contact Person: Kaye Reid (706) 724 – 1230, officeofthepastor@tbcaugusta.org

12. Website

Defined: A TBC internet website used to communicate information such as service times, calendar of events, special events and prayer requests.

Guidelines:

- Submit add or change requests for ministry advertisement to tbcaugusta.org via email below.

Deadline: N/A

TBC Contact Person: Rev. G.C. Miller, gmliller@tbcaugusta.org

13. Lobby Display Space

Defined: An open area of the building used to display ministry information.

Guidelines:

- Submit a "TBC Room Set Up Form"

Deadline: one week prior to date needed.

TBC Contact Person: Betty Bennings, bennings@tbcaugusta.org or Rev. G.C. Miller, gmliller@tbcaugusta.org

LEADER INVITATION AND PLACEMENT

TBC generally follows these guidelines when it comes to inviting volunteers to service in the ministries and programs of the church.

1. Ministry leaders must be regular attendees and/or members of Tabernacle Baptist Church.
2. All Ministry leaders should be tithers.
3. Potential volunteers who desire to work in areas of trust, especially those who work with children and youth, will be required to undergo a background check. All information related to background checks will be held in strictest confidence.
4. Key leadership positions require that an interview process be followed.
5. Volunteers should attend all new and on-going training opportunities offered by the church.

MINISTRY POSITION DESCRIPTIONS

When applicable, Tabernacle Baptist Church will use and/or make available ministry position descriptions so that both Servant Leaders and the church know what is mutually expected, and so that the volunteer can be held accountable to fulfill the responsibilities of the ministry position. A ministry position description summarizes your duties and responsibilities and gives you important information about your area of service. Please read and study it carefully and discuss it with Executive Minister if you have any questions.

Please note that the church reserves the right to revise and update your ministry description from time to time, as it deems necessary and appropriate. Of course, if you are currently in a leadership position, you will be informed and consulted about any proposed changes.

CHANGE OF PERSONAL INFORMATION

It is important that the church has up-to-date, complete, and accurate information about each of the people who serve in ministry. Please notify the church office immediately if there is a change involving your name, address, phone number, marital status, etc.

Keeping your personal information updated serves several purposes. In a most practical sense, it allows the church to contact you, notify or remind you of meetings, and to let you know about changes in schedules. It also allows other workers to contact you if they are ill or injured and need to find a substitute to fill their ministry position temporarily.

BACKGROUND CHECKS

The volunteers at Tabernacle Baptist Church, in particular those who work with children and youth and other vulnerable groups, must submit to various screening procedures and background checks. The primary type of background check includes a United States Criminal Record Indicator database search and a Social Security number search.

A United States Criminal Record Indicator database check searches electronic criminal files and record databases of government agencies, including sexual offenders' registries. Manual records of some records may also be needed in states or counties that don't keep electronic records.

A Social Security number search verifies an individual's name, state, and last three addresses; this prevents people from providing false identification. Other screening procedures by the church might include a motor vehicle report or a local police record check. The results of all screening procedures are kept in strictest confidence. Most of these procedures include certain rights for you as a volunteer, such as disclosure of the results.

CONFIDENTIALITY

Volunteers will, to the best of their ability, ensure confidentiality and privacy when it comes to the history, records, and conversations about Tabernacle Baptist Church.

The best advice regarding the release of information about the church and the people you serve is don't! This is true whether you're simply talking to a friend or family member or to a member of the news media. If anyone requests information from you, your wisest answer is, "Church policy doesn't allow me to give out that information." If someone continues to question you for information, suggest that he or she inquire at the church office.

TBC FACILITY USE

- **Set-up:** Church Custodians will set up reserved rooms with tables, chairs and requested equipment during the weekdays. Any evening or weekend activities may require ministry leaders to make arrangements to set up the room due to time limits on church staff. For example: If a room has been requested in the evening and there is another activity in that same room in the afternoon, there may not be a custodian available to re-set the room for the evening event. Or if you have a room reserved for the weekend and there is another activity prior to yours, there may not be a custodian available to re-set the room for your event. If your room is not set up, requested equipment will be in the room or nearby.
- **Decorating:** It is the ministry leader's responsibility to make arrangements for set-up and teardown of all decorations. Each ministry is welcome to supply decorations for themselves. No plants, pedestals, wall hangings, etc. may be moved from the room they are in. If you are using the room where they belong, they may be used; however, be sure to put all items back where you found them and in the condition you found them. You may use the property of other ministries only with their permission.
- **Child Care:** Each ministry is responsible for finding childcare if childcare cannot be provided by TBC Nursery. It is the responsibility of ministry leader to coordinate with nursery ministry prior to event.
- **Equipment:** Any chairs, tables, flip charts, dry erase boards, stools, music stands, overhead projectors, popcorn machine, soda bins, ALL kitchen equipment and utensils and any other item you need supplied by the church must be coordinated with TBC Property Manager or Executive Minister. Any additional items not requested require permission for use, and all items must be cleaned and put back where they came from in the condition they were found.
- **Multi-Media Needs:** All ministries with multi – media needs must indicate their needs with TBC Multimedia Coordinator. Only authorized technical operators may set up, operate and tear down all technical equipment. This includes lighting, sound and visual needs anywhere in the building.
- **Clean Up:** All ministries are responsible for cleaning the area used during their scheduled event. This includes wiping tables and chairs, picking up trash from flooring and counter tops, wiping down all other equipment used, straightening up furniture.

- **Breakdown:** All ministries are responsible for putting chairs, tables and equipment away after their event (i.e. back where they were when they were set up). For large events, chair and table racks will be provided, and it is the ministry leader's responsibility to form a crew to put all items away. For example: If a room is set up with tables and chairs for an eating area, the ministry leader must make arrangements to have chairs and tables put on racks and equipment returned to an agreed-upon location. If possible, a custodian will be available for direction in these areas. Turn off lights when you leave a room (even for only a few minutes) and especially when your event is finished. Remember to close the doors to the room when your event starts and finishes. The HVAC unit will regulate your room temperature more efficiently if the heat or cool is not rushing into the hallway. The HVAC units do not have to work as hard if the zones remain separate. Finally, remember to ensure the exterior doors to the building are locked in the evening when your event is finished.

SMOKING

For the health of all who attend or visit Tabernacle Baptist Church, the entire facility is considered a smoke-free environment. No smoking is allowed inside the building or outside next to the building where fresh-air intake vents may be located.

DRUGS AND ALCOHOL

The use of illegal, controlled substances and the consumption of alcohol is not allowed on church property.

GENERAL SAFETY STANDARDS & EMERGENCY PROCEDURES

Tabernacle Baptist Church strives to ensure an environment where members and visitors of all ages feel safe and secure. Just as the employees in a place of business are on the frontlines of ensuring the safety of customers, the volunteers of the church serve on the frontlines of ensuring the safety of those to whom we minister.

General Guidelines

In general, as a volunteer, you should strive to:

- Serve using good and common-sense safety practices.
- Refrain from unsafe acts that might endanger yourself, the people you serve, or those who minister with you.
- Use any safety devices provided for your protection; for example, use rubber gloves when changing diapers in the nursery.
- Report any unsafe situations or acts to your leader immediately.

Fire Prevention

- Turn off electrical equipment when not in use.
- Notify building manager of any equipment that has cracked or exposed wiring, is causing a shock or emitting sparks, or appears to be a potential fire hazard.

Fire Emergency

- Familiarize yourself with the locations of fire exits, alarms, and extinguishers in the areas of the church where you regularly serve.
- If you see smoke or fire, pull the fire alarm to alert people in the building. If it's a small fire, use a nearby fire extinguisher.
- If evacuation is called for, use the closest unaffected exit. Guide the group with whom you are working to walk in single file and to proceed quickly and calmly. Do not run!
- If you and your group encounter smoke, stay low.
- Move as far away from the building as possible for your safety, and make room for emergency vehicles.
- Only if time and safety permits before evacuation of the building, secure confidential information, turn out lights, shut off equipment, and close doors.

Power Failures

- Remain where you are. Emergency lights will activate within a minute. Emergency lights are located in strategic areas of the church's corridors and stairwells.
- If you exit the building during a power failure, DO NOT re-enter until power is restored

ATTENDANCE, ABSENCE & AVOIDANCE

Because you are a volunteer rather than an employee at Tabernacle Baptist Church, attendance may seem like a sticky issue to discuss. If you simply do not show up to fulfill the ministry service you have agreed to, the church cannot really "terminate" you because you do not work for pay. However, you could be asked to reconsider serving until you are able to fulfill your commitments.

We need reliable people to serve the ministries and programs of the church—the people we serve are depending on us. If you have excessive absences beyond that which is reasonable, you may be relieved of your volunteer duties. We expect no less commitment from our unpaid workers than our paid workers.

Attendance, whether it's for training meetings, fun times with ministry team members, or during your scheduled time of service—is a commitment you must make and then take seriously. Again, the people you serve are depending on you.

Some absences will likely be necessary. You may get ill, injured, be called out of town for business or personal reasons. If you know in advance that you will not be able to serve during a time you are scheduled, or that you cannot attend a scheduled meeting, be sure to inform your leader. Additionally, ask for a list of other approved volunteers who might be able to substitute for you, if you do not already have such a list. Then make an effort to find your own substitute or to "trade" scheduled service times with another volunteer. Finding a replacement is primarily your responsibility, not your leader's.

If your absence is caused by an emergency, inform your leader. You should still make an effort to search for a replacement, but under some circumstances, you may not be able to accomplish this.

If your leader notices a pattern of absences, he or she may follow up to see if something besides illness seems to be the real reason you are not able to serve. Do not consider this a confrontation. Your leaders, and all the leadership of the church, have two concerns. One is for the people who may be left out if you are unable to serve. The other is for you. Perhaps you are not in a place of ministry that "fits" you. If this is the case, your leader can work to plug you into a place of service that better matches your gifts and skills. In fact, this is an area where you should be proactive. Rather than serving in a ministry that you feel uncomfortable performing, go to your leader and ask about other needs in the church. There are plenty of other places to serve, and there is bound to be one that fits you.

GRIEVANCE PROCEDURES

While TBC hopes that every ministry experience is a positive one, we also recognize that volunteers may become dissatisfied. This can occur because of strained relationships with fellow volunteers, relationship issues with your leader, or disagreement with the church's practices and policies.

The church encourages you to work toward quick resolution of these kinds of situations, which usually do not go away with time. In fact, tension typically gets worse, eventually deteriorating to a degree where you might feel that your only option is to resign or leave.

The following steps are intended to bring resolution to your grievance and are based on Matthew 18:

"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses." —Matthew 18:15-16, NIV

Grievance Process

1. With an attitude of love and care, speak directly to the person who has offended you. Try to explain the facts as well as your feelings about the situation in a calm manner that is free from accusation or blame. Often, you can diffuse the situation and clear up conflicts during this step because you communicate to the other party that you truly desire to resolve the situation. The point of this exchange is to be heard.
2. However, if the other person does not listen, or you cannot resolve your differences privately, bring the matter to your ministry leader's attention. Make sure the leader understands that the problem is affecting your service. The leader should arrange a meeting between you and the other party. Again, it is important for the issue to be aired and heard.
3. If you do not feel satisfied with the answers that your leader provides (or if you feel uncomfortable discussing the problem with your leader, for example, because the problem is with your leader) you should request a meeting with the Executive Minister to discuss the problem with the other party involved. If the tension exists between you and a co-worker the ministry leader should be involved in this step. This should resolve the conflict.
4. However, if the issue remains unresolved after completing the first three steps, you should approach the Pastor for further counsel.

RESIGNATION

Volunteers who desire to leave their ministry positions should attempt to give significant notice (preferably both verbally and in writing) of their intent to resign. This allows leaders time to recruit new volunteers to fill vacant positions.

Volunteers, experiencing some dissatisfaction or discontentment in your ministry, please discuss your concerns with your leader and / or Executive Minister. Communicate with your leader before circumstances reach the point that you feel that resigning is your only option. Your leader may be able to change conditions in the ministry or program in which you are serving, rearrange ministry teams so you are not forced to serve with a difficult co-laborer, or work with you to change your ministry description to make the duties more enjoyable.

If you are convinced that changes in your current position will not help, perhaps an entirely different position would be better suited to your gifts, abilities, and passions. Before you resign from your ministry position, consider other options. Finding the right fit in ministry can bring you a great sense of personal satisfaction, and it can be very rewarding to fulfill the purpose for which God created and gifted you.

FINANCIAL POLICES & PROCEDURES

Requesting Funds

- All ministries need to check their ministry budget before requesting funds.
- Request for Funds must be made by Ministry Leader and submitted to Executive Minister.
- All fund requests must be accompanied by a Check Requisition Form and bill or invoice *when possible*.
- Checks are written twice per month, so you should turn your Check Requisition form in at least three weeks prior to payment deadline.
- Consult with the Executive Minister if you have questions regarding check runs.

Reimbursements

- All ministries need to check their ministry budget before requesting funds.
- Purchases **MUST HAVE** prior approval of Executive Minister and /or Controller if reimbursement is expected.
- Purchases must be accompanied by receipts and/or proper documentation, which must be attached to the check request form and submitted to Executive Minister for reimbursement.

Uniforms

- Due to budget constraints, we are unable to provide funds for uniforms, costumes, dance wear, etc. We encourage you to explore alternative ways to pay for and fund your uniform needs.

Fund Raising

- Ministries are encouraged to engage in various fund raising activities throughout the year. Not only is this a viable way to raise money the ministry, but it also creates unity, coordination and cooperation among ministry workers. This can only enhance the effectiveness of the church as a whole.
- Ministries raising or receiving money (i.e. freewill offerings, registrations, etc.) during their ministry meetings must have a trustee present to collect the money as soon as money has been received.
- If monies are received on Sundays after worship, money is to be turned into the trustees / count room immediately.

Vendors / Caterers

When using outside vendors, caterers or contractors, all ministries / ministry leaders are required to contact at least three separate companies and receive bids for work and / or event. Any exceptions to this policy must be approved by Executive Minister. A list of approved caterers is available in the business office.

USE OF CHURCH VEHICLES

Statement Policy:

Vehicles owned and operated by TBC are for the purpose and support of the church ministry. They are made available to ministry groups and organizations of TBC to provide safe and dependable group transportation for church related activities and ministry functions. Church vehicles will not be loaded or leased to outside groups.

Procedures:

1. The maximum occupancy will NOT exceed nine (9) per The National Highway Traffic & Safety Administration (NHTSA 2002).
2. Occupants will load from the front of the van to reduce weight in the rear.
3. Absolutely nothing will be loaded on the van roof.
4. Drivers should keep the van's gas tank as full as possible.
5. Under no condition will the van be driven in excess of sixty (60) miles per hour.

General Guidelines for Use:

1. Church vehicles are to be used exclusively for the support of TBC ministries and programs. Any use apart from this purpose is strictly prohibited.
2. Keys are to be checked in and out of the church office.
3. The driver will have the responsibility of picking up the vehicle from the designated area and returning it the same area upon return.
4. Any and all damage to vehicle must be reported immediately.
5. Any traffic violations incurred while driving church vehicles are the sole responsibility of the driver.
6. A vehicle use schedule / log will be maintained.
7. There will be no smoking in the vehicle at any time.
8. Driver and passengers must keep their seat belts fastened while traveling.
9. The church van is not to be used for towing.

Authorized Drivers:

1. Only authorized drivers shall operate church vehicles
2. Persons wishing to be an authorized drivers must meet and complete all of the requirements listed below:
 - Must hold a valid drivers license.
 - Must be an approved driver on the church's insurance.
 - Must read and understand the church's "Use of Church Vehicles" policy.
 - Must be knowledgeable about the vehicle and/or pass road test.
 - Must have no medical restrictions that would jeopardize the safety of others.
 - Adults over the age of sixty five (65) must have a recent physical.
 - No driver under the age of twenty one (21) will be permitted to drive a church vehicle.

Screening Prospective Drivers:

1. Potential Drivers will be screened through the church's insurance company and the state's Department of Motor Vehicle Services, for the purpose of determining if the requested driver's driving records are safe enough for driving a church vehicle.
2. These screening requirements will also be required on vehicles that are leased by the church for use in church activities.
3. All individuals on the church's approved drivers list will be re-screened on an annual basis.

Vehicle Return Policy:

1. The driver of the vehicle must see that it is cleaned of all litter, loose clothing, trash, etc. and immediately upon return.
2. Groups using the vehicle will be held responsible for any interior damages incurred on the trip.
3. Vehicle must be returned with a full tank of gas.

Use of Church Gas Cards:

Purpose of Gas Cards – Gas cards are available to TBC employees, servant leaders & approved drivers. The cards are used to purchase fuel when using a TBC vehicle for TBC ministry purposes. These fuel charges are billed directly to Tabernacle Baptist Church.

Gas Cards Available – BP Amoco, Phillips 66 / Conoco 76 / Shell

Gas Card Overview

1. Gas cards will be issued by the church Controller.
2. Only the Controller is authorized to order new and replacement cards.
3. All gas cards have a unique account number and are embossed with Tabernacle Baptist Church as the cardholder.
4. Gas cards will not be transferable between individuals.

Gas Card Eligibility – Cardholders must be regular members of TBC who serve as employees or servant leaders of TBC. Cardholder must have the approval of the business office to purchase fuel on behalf of TBC. Each individual cardholder must sign for receipt of the gas card in the TBC business office.

Cardholder Liability – The cardholder is responsible for proper use of the card within stated guidelines of this manual as well as TBC Ministry Guidebook, relating to the expenditure of TBC funds. Failure to comply with these guidelines, policies and procedures may result in permanent revocation of gas card privileges. Use of the card for personal purchases constitutes fraud under Georgia State Law. Misuse of the card may result in disciplinary action and TBC may pursue the matter to the extent the law allows.

Cardholder Responsibilities – The cardholder must use the gas card for TBC ministry purposes only. The gas card may not be used for personal purchases of any kind.

The Cardholder must:

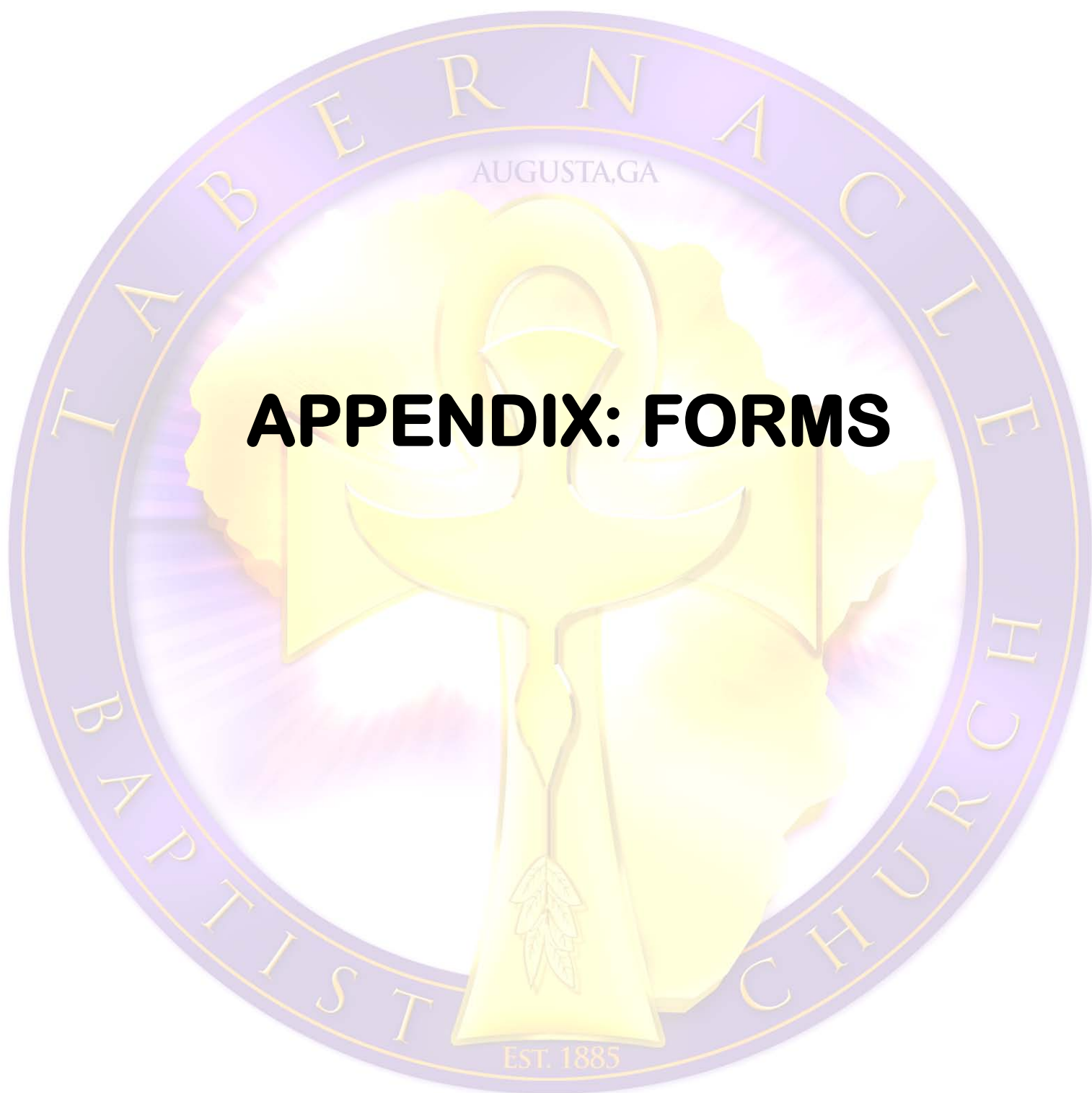
1. Ensure card is used for TBC business purposes only.
2. Use card to purchase fuel only.
3. Maintain the card in a secure location at all times.
4. Obtain a sales slip or other type of receipt to be submitted for reconciliation to the Business Office.
5. Return the Gas Card to the TBC Business Office upon returning from trip / destination.

Lost, Misplaced or Stolen Cards – Cardholders are required to immediately notify the TBC Business Office of a lost or stolen card at the first opportunity during normal business hours.

Erroneous Declines – Should a seller erroneously decline a gas card, the cardholder should immediately contact the TBC business office. If purchase is being made outside normal TBC business hours, the cardholder must find an alternate payment method which will be reimbursed or terminate the purchase.

Receipt and Payment of Gas Company Billing – The business office receives the monthly invoices. Each cardholder will submit all fuel purchase receipts to the Controller and / or Executive Minister for reconciliation and invoice payment.

Allocation of Gas Card Charges to Other Accounts – For accurate accounting purposes and when applicable, gas purchases charged with a TBC gas card will be charged to the cardholder's ministry / department account. The total amount billed by the gas companies will be charged to the individual departmental / ministry accounts.



APPENDIX: FORMS



SERVANT LEADER CONTACT INFORMATION FORM

Name: _____

Address: _____

Address: _____

City/St/Zip: _____

Phone: _____

E-mail: _____

Ministry: _____

TBC Communication Request Form

Please check and answer all that apply.

☐ VOT Magazine

☐ PowerPoint

☐ Verbal (church initiatives only) Date(s) requested: (max. 3 weeks) _____

☐ Bulletin Announcement Date(s) requested: (max. 3 weeks) _____

Name: _____ phone # _____

Ministry: _____

Publication Month: _____

Event Title: _____

Event Date: _____

Event Start Time: _____

Event End Time: _____

Event Room Location: _____

Information / Verbal*/Bulletin Announcement**: _____

** Verbal - Must be a church initiative. Please write the verbal announcement as if you are reading it to the congregation and limit it to one or two sentences: All announcements are subject to editing.

** Bulletin Announcement - Limited to 3 (bulletin) lines. Please be brief. All bulletin announcements are subject to editing.

TBC ACCIDENT REPORT

Name of Injured: _____	
Date of Accident: _____	Time of Accident: _____ AM / PM
Location of Accident (be specific): _____	
Ministry/Department: _____	Position/Title : _____
Nature of Injury _____	
Describe Fully the Nature of Accident: _____	

List Any Witnesses:	
Name: _____	Phone No./Ext. : _____
Name: _____	Phone No./Ext. : _____
Parents Signature: _____	
Address: _____	Phone No. : _____
Preparer's Signature: _____	Date of Report: _____
Position/Title: _____	Phone No./Ext. : _____
For Office Use Only	
Action(s) To Be Taken: _____	

Describe Follow-Up Plans: _____	

Responsible Person's Signature: _____	Date: _____

PURCHASE/FUNDS CHECK REQUISITION

Tabernacle Baptist Church
1223 Laney Walker Blvd.
Augusta, GA 30901

Date: _____

Make Check Payable To:

Name: _____

Address: _____

City, State, Zip: _____

Requested By: (Ministry or Individual)

Name: _____

Phone #: _____

*****PLEASE ALLOW TWO (2) WEEKS FOR PROCESSING.*****

UNTIMELY SUBMISSION MAY CAUSE A DELAY IN PROCESSING THIS REQUEST

DESCRIPTION / REASON FOR PURCHASE / COMMENTS

Charge Account #	Account Description	Amount	Project/Event
TOTAL:			

APPROVAL

Executive Minister: _____ Date: _____

Chief Financial Officer: _____ Date: _____

Pastor: _____ Date: _____

Finance Committee (over \$5,000): _____

CHECK DISTRIBUTION

For Volunteer Pick-Up
Enter Name of Volunteer Below:



MAIL CHECK



STAFF MAIL BOX (name)

FOR FINANCE OFFICE USE ONLY

CONSENT FORM

I hereby authorize Tabernacle Baptist Church to receive any Criminal History Record Information pertaining to me which may be in the files of any state or Local Criminal Justice Agency in Georgia.

Full Name

Address

City

State

Zip Code

Sex

Race

DOB

Social Security Number

Signature

Received By Executive Minister

Date

TABERNACLE BAPTIST CHURCH EVENT BUDGET

Ministry / Club Name: _____
 Ministry / Club Account Number: _____ Date of Event: _____
 Description of Event: _____

 Event Location: _____

ESTIMATED PARTICIPATION	ATTENDANCE	X PRICE	ESTIMATED REVENUE
Number of Adults			
Number of Children			
Number of Senior Citizens			
Freewill Offering			
	Estimated	Actual	Difference
Total Revenue			
Cost of Event			
Artist / Musicians			
Sound System			
Printing			
Flowers & Presentations			
Bus Rentals			
Travel Expense			
Suppliers / gift bags			
Caterers			
Space Rental			
Hotels			
Other			
Concessions			
TOTAL COST OF EVENT			
NET REVENUE (if applicable)			

Servant Leader: _____ Date: _____

Approved By: _____ Date: _____

NOTES:_____

